

**WAVERLY LIGHT AND POWER™  
BOARD OF TRUSTEES MEETING**

Regular Meeting

Tuesday, December 6, 2011 – 6:00 P.M.  
1002 Adams Parkway

**(1) Roll Call -**

**Present:**

Trustees – Drape, Koenig, Knights, Moeller, and Suhr. WLP Presenters - Diane Johnson, Gen. Mgr.; Mike Litterer, Asst. Gen. Mgr.; Cara Jensen, Accounting Manager; Angie Schroeder, Office Manager; and Curt Atkins, Energy Services Manager. Guests – Gary Boorum, Council Liaison.

**Absent:**

Julie Meyers, Guest Trustee

**(2) Agenda Management –**

A motion (Koenig, Knights) approving the agenda was made and passed with a unanimous vote.

**(3) Public Forum –**

No one came forward.

**(4) Minutes of November 1, 2011, Regular Meeting -**

Item 8, Board Committee Reports, Communication Committee, the month listed should be October instead of November. A motion (Moeller, Koenig) approving the minutes of the November 1, 2011, regular Board Meeting as modified was made and passed with a unanimous vote.

**(5) Action Items –**

**A. Ratify Trade Accounts -**

- i. A motion (Moeller, Koenig) to ratify the trade accounts without Wartburg, GMT, CUNA, and Ael Suhr Enterprises was made and passed with a unanimous vote.
- ii. A motion (Suhr, Koenig) to ratify the trade account for Wartburg was made and passed with a unanimous vote. Moeller abstained.
- iii. A motion (Suhr, Knights) to ratify the trade account for CUNA was made and passed with a unanimous vote. Koenig abstained.

**B. Review Financials –**

Financials were presented and discussed. A motion (Knights, Koenig) to accept the financials was made and passed with a unanimous vote.

**C. Internal Control Testing – Accounts Payable -**

A motion (Moeller, Knights) to approve the Internal Control Testing was made and passed with a unanimous vote.

**D. Resolution #31-11 – Reimbursement Resolution –**

A motion (Koenig, Moeller) to approve Resolution #31-11 – Reimbursement Resolution – was made and passed unanimously with a roll call vote as follows: Drape, Knights, Koenig, Moeller, and Suhr.

**(6) Information Items**

**A. Monthly Department Reports –**

**i. Finance**

1. Tova Mather started on November 14 as the Accounting/Administrative Support Specialist.

2. The 2011 annual audit has been scheduled with Baker Tilly for February 6, 2012, through February 8, 2012.

**ii. Outreach and Education**

1. Presented information to WSR's 6<sup>th</sup> graders during group tours of WLP's facilities.
2. Attended the November Waverly Connected meeting.

**iii. Key Accounts**

1. A compressed air study Nestle conducted over the summer was completed with the results being provided to WLP in November. Because Nestle met the requirements of WLP's InPowering Solutions stock check criteria, we provided a program payment of \$10,000 to the third party consultant who conducted the study for Nestle.
2. Completed the second requirement of APPA's key account certification program in November.

**iv. Customer Programs**

1. Work continued on the energyOrbit software data tracking platform.
2. In December, Energy Services will update our claim forms and make a few minor adjustments to some of our program requirements.

**v. Customer Communication & Education**

1. Distributed John Wuertz media release.
2. Hosted W-SR and St. Paul's 6<sup>th</sup> graders on a tour of WLP's north plant, solar, wind and hydro.
3. Website Maintenance
  - a. Change website banners weekly
  - b. Monitor YouTube
  - c. Update with new media release
4. Placed LED rebates/recycling event results/heat pump water heater/ Trees Forever 20<sup>th</sup> celebration in November newsletter/bill stuffer.
5. Updated and redesigned "New Customer" letter, coupon and Project Share flier
6. Participated in Festival of Trees auction with a tree and decorations donated by WLP board and CIC.
7. Placed media ads:
  - a. Waverly Theatre (Phantom Load and LED Rebates)
  - b. Courier newspaper and website (heat pump water heater; wind turbine special section; congrats to W-SR volleyball)
  - c. Civic Center sign (EE Winter Tips)
  - d. KWAY radio (EE Smart Savings during girl's volleyball playoffs)
8. Prepared and distributed two online newsletters, the Conduit to key accounts and the Connection to residential customers
9. Converted the WLP logo to have a transparent background
10. Met with Anne Duncan (Wartburg) on a partnership with WLP and Wartburg's Go Green Fair

**vi. Generation and Substations – Mike Litterer, Operations Manager**

1. All the major components for engine #5 are installed and the mechanics are going through the final stages of the project to prepare the engine for the first run since the repairs have been completed. We expect to run the engine and have it back to full operation before the end of the year.
2. We continue to work with the silencer manufacturer for the new equipment at the South Plant to provide the correct equipment and bring sound levels down,

per our contract. The manufacturer has agreed to replace the silencers and provide replacement equipment at their cost. We are finalizing the final replacement requirements and agreement at this time. We expect to have the replacement silencers installed in April.

**vii. Distribution & Transmission – Mike Litterer, Operations Manager**

1. The underground and overhead crews are replacing the street light poles, foundations and wires along East Bremer Avenue from Kwik Star going east for 3 blocks where the wires have faulted and the poles are in need of replacement. The Antique lights in front of Kwik Star will remain but we will be replacing the foundations and wires. We have been working for several years to get all the old wire replaced because the wires have failed and are no longer usable, this is the last piece of street light wire along Bremer Avenue on the east side of town that was in need of replacement.
2. We replaced the transmission wire clamps along a portion of the 69 kV transmission line the runs east from Bremer Road to Waverly Junction Substation. When the original line was constructed by MidAmerican Energy in 1992 they installed the wrong clamps. The wire is a twisted pair of conductors called T2 that requires a special clamp to hold both wires, the clamp that was installed only had one groove instead of the two grooves that is needed for this cable to be clamped in correctly. We plan to perform the same clamp replacement on our 69 kV line that runs south out of Waverly to Janesville the week of December 5<sup>th</sup>, weather permitting.
3. Work on 12<sup>th</sup> St NW to convert the remaining overhead line to underground will be finished in 2012. Crews installed a portion of the conduits this year. The crew was moved to the street light project to complete the street light repairs before the ground freezes and stops the underground construction for the year.
4. We continue to provide 2 employees to Cedar Falls Utilities to assist them in the installation of new underground wires as part of the overhead to underground conversion. We will help them as long as weather permits this year. There are currently no plans to help them in 2012.

**B. MEAN Quarterly Meeting Update –**

Diane Johnson and Mike Litterer reported on the recent meeting they attended at MEAN.

**(7) Board Committee Reports**

**A. Communication Committee – Linda Moeller**

Committee held a meeting in November and discussed various projects including the Annual Report.

**(8) Board Calendar**

No discussion.

**(9) Discussion Items**

**A. Board Performance Review**

Board members turned in their completed survey's to Angie Schroeder for compilation. Results will be discussed at the next Board meeting.

**B. Conflict of Interest**


Conflict of Interest forms were turned in to Angie Schroeder and will be kept on file.


**(10) Other Business**

- A. Board members discussed the Blue Zone initiative being pursued in Waverly and how Waverly Light and Power can be involved.

**(11) Adjournment**

Meeting was adjourned by Chair Drape.

  
\_\_\_\_\_ Dated December 6, 2011  
Chair

  
\_\_\_\_\_ Dated December 6, 2011  
Secretary